

# **How to Succeed With Volunteers-In-Parks**

60-Minute Module Series

## **SAFETY MANAGEMENT**

### **Training Guide**

#### **TRANSPARENCIES**

**National Park Service  
Volunteers-In-Parks Program**



## **Guide to Transparencies**

- T-1:** Learning Objectives
- T-2:** Key Concepts
- T-3:** Volunteer Statistics
- T-4:** Job Safety Analysis Summary
- T-5:** Handling Volunteer Emergencies
- T-6:** Minimizing Personal Risk

# Learning Objectives

1. Articulate NPS policies and procedures and why they are important.
2. Identify and evaluate potential risks through a job safety analysis.
3. Discuss safety management risks related to specific jobs and how to take preventative measures.
4. Explain workers compensation, tort claims and government property loss/damage procedures.
5. Help insure the personal security and safety of volunteers and those working with volunteers.

# **Key Concepts**

## **Concept 1**

Safety management is essential for all volunteer program managers and supervisors.

## **Concept 2**

All volunteer managers and supervisors will identify and minimize potential safety risks related to volunteer tasks.

## **Concept 3**

All volunteer program managers and supervisors need to know how to handle a volunteer injury or emergency situation.

## **Concept 4**

The personal security and safety of volunteers, and of paid staff who work with volunteers, must be paramount.

# **Volunteer Safety Statistics**

# **Job Safety Analysis Summary**

Four basic steps of JSA

1. Select a job to be analyzed
2. Separate the job into its basic steps
3. Identify the hazards associated with each step
4. Control each hazard

# **Handling Volunteer Emergencies**

When an incident occurs:

1. Secure the scene
2. Provide needed medical attention
3. Insure that the incident is reviewed/investigated
4. Report the incident
5. Complete appropriate forms

# **Minimizing Personal Risk**

1. Design jobs to be safe
2. Team up with the right partner
3. Provide appropriate training
4. Avoid risk
5. Report even “minor” incidents
6. Other